



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

June 29, 2016

Closing Date: July 19, 2016

(Position will close after ten working days from date of listing or until filled.

Application review will begin on July 20, 2016).

Title: ADE AREA PROJECT MANAGER

Position Number: 2214-3073

Grade: C123

Division of Public School Academic Facilities and Transportation (DPSAFT)

DUTIES:

The ADE Area Project Manager will act as the facilities advisor/manager for K-12 public schools in the areas of master planning, facilities issues consultation, construction approval, review of construction documents and maintenance and operations documentation. This position will be the Division's primary source of contact with public school district representatives, architects, facilities consultants and district facilities directors and coordinates the Division's role in the planning, construction and maintenance of public school facilities. This position will also be responsible for coordinating project flow with other Division staff to ensure continuity of projects in support of the district's master plan and facility program; assist in preparation or review of documents regarding the design of school facilities, the replacement of existing building systems within existing structures, related cost evaluations and maintenance documentation history; represent the Division at public meetings, execute statewide programs, master plans and policies and maintain documentation and records of all encounters with public school districts and their representatives.

SPECIAL REQUIREMENTS:

Applicant must have knowledge of planning, construction and maintenance of facilities; must be willing to travel throughout the state; and must have working skills and be proficient in commonly used computerized office programs.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in engineering, architecture, construction management, or a related field; plus four years of experience in planning, design, construction, maintenance, or a related area, including two years in a supervisory or leadership capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at Arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.